

# **Broward County HIV Prevention Planning Council (BCHPPC) Policies & Procedures**

**September 2019**

## Overview and Structure

### Name and Provisions for Governing

The name is the Broward County HIV Prevention Planning Council, hereafter referred to as the “BCHPPC”.

### BCHPPC Vision:

The BCHPPC is built on a model of partnership between the Federal government, local and state health departments, and community participation. HIV prevention planning is a process that is based on the concept that the best way to respond to the HIV epidemic is through local decision making.

### Mission and Goals

The mission of the BCHPPC is to plan and prioritize HIV prevention efforts for Broward County within the existing policy environment, with the goal of eliminating new HIV infections in Broward County.

The BCHPPC is a government-community partnership created to provide assistance in planning and to advise the Florida Department of Health (FDOH) in Broward County (hereafter referred to as DOH-Broward) in fostering a coordinated system of care, where new HIV infections are rare and when they do occur, every person regardless of age, gender identity, race/ethnicity, sexual orientation or socio-economic circumstances, will have unfettered access to high quality, life extending care, free of stigma and discrimination.

It is the responsibility of the BCHPPC membership to ensure that all priority populations within Broward County are represented.

BCHPPC consists of the Full Council, the Executive Committee, and seven advisory groups. The one (1) BCHPPC executive committee and seven (7) BCHPPC advisory workgroups, are described below:

### BCHPPC Executive Committee

**Group Purpose:** The Executive Committee’s primary responsibility is to plan activities required to run the Full Council (i.e. set agendas, amend the bylaws, etc.).

Membership of the Executive Committee consists of: the two BCHPPC Co-Chairs and the community and government Co-Chairs of each advisory work group. The Executive committee will meet on a quarterly basis.

## Advisory Work Groups

**Groups Purpose:** The advisory work groups will serve BCHPPC and DOH Broward HIV Prevention Section as advisory and action groups. All groups will provide representation of the high incidence populations which they serve. Community members may attend and participate in all advisory work group meetings. Each advisory work group will meet monthly and will consist of members of the community most affected by HIV. Each group will develop its own work plan on a yearly basis that integrates with the DOH prevention plan. All meeting minutes will be disseminated through the BCHPPC list serve.

### Bio-Medical Advisory Work Group

**Group Purpose:** To provide recommendations on strategies, goals and actions for the coordinated implementation of PrEP, nPEP, and other biomedical strategies for HIV Prevention in Broward County. This group acts as a resource/advisor to all other BCHPPC advisor workgroups to make bio medical interventions a specific part of all the workgroups

### Black Treatment Advocates Network (BTAN)/ Black AIDS Advisory Group (BAAG) Advisory Work Group

**Group Purpose:** BTAN is the only collaboration of its kind that links the Black Americans Community with HIV into care and treatment, strengthens local and national leadership, connects influential peers, and raises HIV science and treatment in Black Communities.

To foster and develop linkages between community leaders and community-based organizations to the Florida Department of Health Broward by providing resources and strategies to increase quality HIV/AIDS services to minority communities.

### Broward County Schools Youth Advisory Work Group

**Group Purpose:** To provide HIV prevention information and support to Broward County Public Schools and the youth served.

### Latinos en Accion Advisory Work Group

**Group Purpose:** To empower and educate our community in Broward County regarding HIV/AIDS issues and about Hispanic/Latino community needs.

### MSM Advisory Work Group

**Group Purpose:** To provide recommendations and suggestions for improving and achieving greater accountability for HIV/AIDS prevention programs and activities targeting men who have sex with men in Broward County.

### **Perinatal Advisory Work Group**

**Group Purpose:** Provides updated education on perinatal HIV to the community, yearly updates to medical providers, and seeks to increase testing and awareness for all women of child bearing age.

### **Transgender Advisory Work Group**

**Group Purpose:** THIA/T-House Transgender Advisory Group addresses issues such as the general health and wellbeing of the transgender community, as well as provide prevention education and testing to facilitate risk reduction from HIV and other infectious diseases in the transgender and gender non-conforming community.

## **Membership**

### **Number of Members and Composition**

Membership of the BCHPPC is comprised of a maximum of twenty-nine (29) members who apply and represent various areas of expertise and multiple community experiences. The membership is selected to achieve Parity, Inclusion and Representation (PIR) of Broward County priority populations at acute risk of HIV infection.

BCHPPC prospective members will strive to include the following as full council members and or members of advisory work groups. Qualifications for prospective members must live or work in Broward County and must be from at least one of the following:

- a. Affected communities, including people with HIV and historically underserved subpopulations i.e. Transgender, Black, Hispanic etc.
- b. Social service providers (including homelessness service providers)
- c. Mental health providers
- d. Substance use providers or people with lived experience with Substance Use Disorder (SUD), Opioid Use Disorder (OUD)
- e. Current or former sex workers
- f. Local public health agencies
- g. Hospital or healthcare agencies
- h. Elected/Non-elected community leaders
- i. Representative of formerly incarcerated federal, state, or local prisoners.
- j. Advanced training in behavioral or social sciences or epidemiology or in the categories listed under “expertise” in the membership application.

## **Non-Discrimination**

Membership of the BCHPPC must be reflective of the demographics of the epidemic within Broward County. BCHPPC business and activities is conducted fairly and equitably in a manner which does not discriminate with respect to age, gender, gender identity, race, religion, disability, sexual orientation, HIV/AIDS status, immigration status, or national origin.

## **Recruitment and Outreach**

The Executive Committee coordinates an ongoing open nominations process. If an opening becomes vacant or if the composition of the current membership does not reflect the demographics of the epidemic in Broward County, the Executive Committee identifies the areas of needed representation and prepares to recommend the individuals for appointment to correct this lack of representation.

The BCHPPC Open Nominations Process is active year-round. The BCHPPC recruits and makes nominations ongoing to fill vacant membership categories, and continuously accepts and reviews applications from candidates who are interested in BCHPPC membership.

## **Membership Application**

The BCHPPC application process is open throughout the year. Individuals interested in applying for membership can find the Membership Application on the *GetPREPBroward.com* website or may request an e-mailed copy from the BCHPPC Government Co-chair. Applications include a description of the time commitment expected for members. Applications will only be reviewed when a vacancy exists.

DOH-Broward BCHPPC government co-chair keeps completed applications securely at DOH. Upon receipt of the applications, the BCHPPC Co-chairs will send notification of the review process to the applicant. DOH-Broward is committed to confidentiality and does not share sensitive information via unencrypted email, text, or voicemail or in public settings.

Co-chairs take the following actions, to ensure that membership requirements are met:

- a. Appoint BCHPPC members within 30 days of acceptance of application to minimize vacancies
- b. Ensure appointments reflect a representative and reflective BCHPPC
- c. Ensure that the nominees reflect compliance with the BCHPPC's Bylaws.
- d. Applicants selected for membership:
  - a. Receive a signed acceptance letter from the BCHPPC Co-chairs.
  - b. May participate in meetings of the BCHPPC as voting members.
- e. Applicants not recommended for membership:
  - a. Receive written notice from the BCHPPC Co Chairs indicating the decision and thanking them for their interest

May participate in meetings of the BCHPPC and its Workgroups as non-voting participants. Members become voting members immediately upon receipt of their signed acceptance letter.

### **Membership Guidelines**

1. BCHPPC members are required to attend (2) regular full council meetings.
2. Adhere to the attendance policy limiting absence's to no more than two (2) per term. An alternate representative may sit in place to fulfill this requirement.
3. BCHPPC members are required to attend one Advisory workgroup a month in addition to the full council meetings.

Members are appointed to terms of two (2) years. Members who have served two (2) years may reapply for an additional two (2) year term after spending 1 year as non-members. Members applying for reappointment must complete and submit a new Membership Application and begin the process again as if they are a new member.

### **Termination of Membership**

The BCHPPC may recommend to the BCHPPC Co-chairs that any member be removed from membership for cause. Removal requires a two-thirds vote of the members at any regularly scheduled meeting of the Full council of BCHPPC with no fewer than seven (7) days' prior notice.

### **Voluntary Resignation**

Any member may resign from membership by written or other form of notice to the BCHPPC Government Co-Chair.

### **Resignation by Default**

This includes resignation from the BCHPPC due to non-adherence of the attendance policy.

Procedure:

1. Members are informed of the attendance policy discussed in this manual and the BCHPPC Bylaws.
2. Members receive an email reminding them of the policy upon their second missed meeting.
3. Members who miss a third meeting receive an email explaining their defaulted resignation. The termination date is that date on which the email is written.
4. Termination email is kept with the other BCHPPC documents at DOH Broward.

## **Roles and Responsibilities**

### **BCHPPC Responsibilities**

The BCHPPC must have procedures to guide their activities. Procedures include such areas as: Membership, officers, meetings, committees and grievance procedures.

### **BCHPPC Co-Chairs**

There will be two officers (Co-Chairs) of the BCHPPC. The two Co-Chairs are: one (1) Governmental Co-Chair, (the HIV Prevention Planner at DOH Broward or an alternative appointed by the HIV/AIDS Prevention Coordinator); and one (1) Community Co-Chair who is a BCHPPC member and not a DOH Broward staff member, elected by the BCHPPC membership.

### **BCHPPC Co-Chairs Responsibilities**

The Co-Chairs are responsible for presiding at full BCHPPC meetings, developing the agendas for full BCHPPC meetings jointly with the Executive Committee, determining the BCHPPC scopes of work jointly with the Broward County HIV Prevention Section, and carrying out member-dismissal procedures.

### **Duties of the BCHPPC Co-Chairs**

1. Preside over Executive Workgroup meetings and general BCHPPC meetings.
2. Serve as the official BCHPPC spokespersons, with approval from the BCHPPC Government Co-Chair
3. Create and dissolve *ad hoc* Workgroups as needed
4. Attend BCHPPC and Executive Workgroup meetings
5. Attend standing Workgroup meetings as needed

### **Terms of Community Co-Chairs**

The Community Co-Chair shall be elected for an initial term of two (2) calendar years on a staggered-term basis. A Community Co-Chair can run in no more than two (2) regular elections.

Community Co-Chair may be elected in a special election to fill out the term of a Community Co-Chair who has resigned. If the remainder of the term is one (1) year or less, the Community Co-Chair can run in up to two (2) later regular elections; if the remainder of the term is more than one (1) year, the Community Co-Chair can run in no more than one (1) later regular election. Thus, the maximum lifetime length of service for a Community Co-Chair is 60 months.

## **Resignation of a Community Co-Chair**

If a Community Co-Chair resigns from office prior to the end of his/her two (2)-year term, the BCHPPC shall elect another Community Co-Chair who will serve the remainder of the unexpired term.

## **Executive Committee Composition**

No Member may serve in more than one elected position at any time. Officers serve 2-year terms. Officers comprise the Executive Workgroup and consist of the following:

1. Both government and community advisory workgroups Co-Chairs
2. Standing and *ad hoc* Workgroup Chairs/Co-Chairs
3. HIV Prevention Planner

## **Advisory Workgroups**

### **Duties of the Advisory Workgroup Co Chairs**

1. Serve as the presiding officer and conduct respective Workgroup meetings
2. Execute the duties prescribed herein for the Workgroups and for such other duties outlined in the yearly workplan
3. Report Workgroup progress and activities to the BCHPPC
4. Collaborate to assure overall BCHPPC objectives are moving forward
5. Attend all BCHPPC and Executive Workgroup meetings, as well as one workgroup meeting each month

### **Election of Advisory Workgroup Co Chairs**

Nominees for any position meet the following criteria at time of the nomination:

1. Participated in the BCHPPC and their assigned Workgroup for at least 5 meetings
2. Be in good standing with the BCHPPC attendance policy.

## **Vacancies**

In the event of a vacancy in one or both BCHPPC Co-Chair positions, a special election to fill the vacancy for the remainder of the term is held at the next regular BCHPPC meeting from nominations made from the membership. To prevent disruption in the leadership of the BCHPPC, Advisory group Co-Chairs are elected to staggered terms. In the event of vacancy in a Workgroup Chair position, the BCHPPC Co-Chairs may appoint a Chair to complete the remainder of the term or may hold open elections.

The public may participate in discussions during the appropriate time on the agenda but may not vote.

## **Principles Guiding Decision Making**



1. Decisions are made in an open, transparent process
2. Decisions are based on documented needs and data
3. Decisions are responsive to epidemiology of HIV in Broward County, including demographics and zip codes.

## Meetings

### Meetings

Regular meetings of the full BCHPPC shall be held on a schedule duly noticed and posted. The BCHPPC meets regularly at least four (4) times annually. BCHPPC voting members are required to attend full council meetings. Any member who is unable to attend a meeting must notify the Government Co-Chair and send a “proxy” to attend in his/her absence. Any member with more than two absences from the full council meetings is subject to removal from the BCHPPC.

All full BCHPPC full council and work group meetings will have written minutes available to members and upon review and approval will become a public document.

Advisory groups will meet monthly (with exception for School Board Youth Advisory Workgroup) and Co-Chairs will submit minutes and sign in sheets to the BCHPPC government co-chair within one week of meeting. Meetings are open to the public. Special meetings may be called by agreement of the Co-Chairs or by written endorsement of one-third of the membership of the BCHPPC with notice provided to the BCHPPC HIV Prevention Planner. Notice of special meetings shall be made at least 7 days in advance of the meeting, along with the meeting agenda, to the maximum extent possible.

### Attendance

Members must participate in regularly scheduled BCHPPC Full Council Meetings and at least one advisory group meeting a month to maintain their position. The BCHPPC Governmental Co-chair will monitor members attendance. A BCHPPC member will lose their membership status if they acquire more than two (2) full council absences out of the regularly scheduled full council meetings during a two (2) year membership term. If a member is unable to attend either an Advisory Workgroup monthly meeting or the Council meeting a proxy can be sent in their place to fulfill the attendance policy.

Members and guests attending are expected to abide by the BCHPPC’s Code of Conduct

The public may participate in discussions during the appropriate time on the agenda but may not vote.

### Meetings Schedule Notice

Annual notice of quarterly and advisory work group meetings dates/times/locations will be posted on [GetPREPBroward.com/bchppc/](http://GetPREPBroward.com/bchppc/). All quarterly and work group meetings will be announced, via the BCHPPC contact listing. Members of the community may sign up to be notified by contacting the DOH-Broward Government Co-Chair. Email notifications

of upcoming quarterly meetings will consist of an initial notification at least ten (10) business days prior, and a second notification before the meeting in question, advisory group meeting dates and times will be emailed out within two weeks of the next meeting.

### **Meetings Content Access**

All BCHPPC quarterly meetings will be recorded. Recording will be kept on file with the DOH-Broward and retained for seven (7) years. Members of the community may request copies of the recording per the State of Florida Sunshine Law. In addition, the BCHPPC Government Co-Chair will post minutes of all quarterly meetings on *GetPREPBroward.com/bchppc/* for community access.

### **BCHPPC and State of Florida Sunshine Law**

BCHPPC operates in full accordance with the State of Florida's Sunshine Law, regarding all annual meetings, events, communications, etc. Florida's Government-in-the-Sunshine Law was enacted in 1967.

Today, the Sunshine Law regarding open government can be found in Chapter 286 of the Florida Statutes. These statutes establish a basic right of access to most meetings of boards, commissions and other governing bodies of state and local governmental agencies or authorities

[www.myfloridalegal.com/pages.nsf/Main/DC0B20B7DC22B7418525791B006A54E4](http://www.myfloridalegal.com/pages.nsf/Main/DC0B20B7DC22B7418525791B006A54E4))

### **Confidentiality**

While individual Members may opt to publicly disclose their HIV status, the BCHPPC as an entity does not release information to the public relating to any Member's HIV status or any other medical condition. Each Member must respect and maintain the confidentiality of Members and guests. Members must sign a confidentiality statement yearly.

### **Notice**

At least seven (7) days prior to a meeting, the BCHPPC Government Co-chair emails the agenda and meeting materials to BCHPPC members, Recipient staff, and other interested parties.

### **Special Meetings**

The Co-Chairs and the Recipient may call special meetings of the BCHPPC to address matters that require rapid response to HRSA. The BCHPPC Government Co-chair emails the call to Members and guests who have requested notice of meetings no fewer than 3 days prior to the date set forth for such special meeting. Such call must set forth specifically the subject matter of the meeting; other subjects are not introduced or considered.

### **Quorum**

The quorum of the BCHPPC is half plus one of the membership. A quorum must be present to conduct any regular or special meetings of the BCHPPC.

## **Voting**

Voting is conducted during open meetings. Each voting Member is entitled to one vote upon any matter before the BCHPPC, provided that a quorum is present. Voting upon any issue is by voice vote or by show of hands of Members. A majority is more than half of those voting.

An abstention is considered a vote from a BCHPPC Member regarding programs in which the associated agency/entity seeks or has a conflict of interest.

Discussion during “Public Comment” pertains to issues related to the BCHPPC’s agenda and is limited to 2 minutes per speaker. Speakers present themselves and state for the record their name and affiliation. Public visitors must adhere to the Code of Conduct (See Appendix B).

## **Minutes**

The BCHPPC Government Co-chair coordinates recording of the minutes of each BCHPPC meeting. Members wishing to propose a correction can propose a correction at the meeting. Corrections will be made to the permanent file copy. For substantive or major revisions, any Member may request that a copy of the approved and revised minutes be redistributed to Members. The BCHPPC Government Co-Chair will make minutes available on the [\\_GetPrepBroward.com/bchppc/](https://www.getprepbroward.com/bchppc/) within thirty (30) days of approval.

## **Policies Procedure for Amending Bylaws:**

1. Recommended Bylaw changes may be presented by any Member or Workgroup.
2. Recommendations are developed using the “Bylaw Amendment” form and submitted to the BCHPPC Government Co-Chair.
3. The BCHPPC Governmental Co-Chair will present the recommendation to the Executive Committee for discussion.
4. The Executive Committee decides when to place the recommendations on the BCHPPC Full Council Agenda.
5. The BCHPPC Co Chairs presents the recommendation to the BCHPPC for any questions or discussion.
6. The BCHPPC votes in accordance with the normal voting procedures.

## **Grievances**

In the event of disagreements and/or differences among the BCHPPC, its Co-Chairs, the parties involved in the dispute shall attempt to resolve the issue through discussion.

Should the issue(s) remain unresolved after three attempts, the grievance will be brought back to the Executive Committee as a first level arbiter. If the issue(s) still are unresolved after the Executive Committee meeting. The third level arbiter will be the government and community Co-Chairs. If necessary, their decision will be binding.

## **Rules Governing the Process**

1. Following any agreement reached regarding a grievance filed against the BCHPPC, the involved parties report and discuss with the Executive Committee. The Executive Committee includes this on the agenda of the next BCHPPC meeting to report the grievance filed, the agreement reached, and the method to reach the agreement.
2. No grievant or related party shall be discriminated against, nor suffer retaliation, nor be treated unprofessionally or unfairly because of filing a grievance or participating in a grievance investigation.
3. Confidentiality is maintained throughout the process and all parties must sign statements of confidentiality. Names of involved parties, specifically the grievant, are only shared when necessary to the understanding of a conflict or developing a resolution. The name of the grievant is not shared with the entire BCHPPC.
4. The BCHPPC informs the Recipient whenever a grievance is received and keeps the Recipient informed about the status of each grievance throughout the entire process.

## **Official Communications and Representations**

Authorization to speak on behalf of the BCHPPC to the media or public, and then only in accordance with clear BCHPPC policy and previously approved actions, is restricted to the Broward County Public Information Officer after discussions with the Co-Chairs. All media requests must be facilitated through the Broward County Public Information Officer and Health Director.

No other Member may make any statement or communication under circumstances that might reasonably give rise to an inference that they are representing the BCHPPC (including, but not limited to, communications upon BCHPPC stationary, public acts, statements or communications in which they are identified as a BCHPPC Member), except actions or communications previously approved by BCHPPC Co-Chairs.

## **Records Maintenance**

The BCHPPC HIV Prevention Planner maintains BCHPPC minutes, correspondence, and applications. Copies of all documents are retained in accordance with HRSA guidance on document retention, public availability upon request.

## **Appendix A: Confidentiality Agreement**

- I understand that I may have direct or indirect access to confidential information during my involvement with the BCHPPC.
- I agree to protect the confidential nature of all information to which I have access.
- I will not transmit confidential information via unencrypted or insecure email, text, or voicemail.
- I understand that there are state and federal laws and regulations that ensure the confidentiality of an individual's identifying information.
- I understand that my failure to observe and abide by this agreement may result in dismissal.
- I understand how I am expected to ensure the protection of Confidential Information. Should questions arise in the future about how to protect information to which I have access, I will immediately notify the BCHPPC Government Co-Chair.
- I have been informed that this signed agreement will be retained on file for future reference.
- This Confidentiality Agreement continues to apply after my association with the BCHPPC ends, with respect to confidential information to which I had access while serving the BCHPPC.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print or type name: \_\_\_\_\_

### **Appendix B: Code of Conduct Agreement**

All persons attending BCHPPC meetings will be treated with respect, recognizing that each person brings unique and valuable experiences, views, and expertise to the BCHPPC. Members will:

- ☐ Conduct themselves in a professional, ethical, and courteous manner.
- ☐ Follow the Bylaws and Policies and Procedures of the BCHPPC.
- ☐ Follow the Conflict of Interest policy and assist the Co-Chair(s) to ensure they are consistently followed.
- ☐ Address and treat others with respect.
- ☐ Allow others who have a right to be a part of discussions and decision-making the opportunity to speak and to be listened to without interruption adhering to the time limit set by the co-chairs.
- ☐ Recognize the authority and follow the direction of the Co-Chairs.
- ☐ Refrain from disrupting a meeting or encouraging/assisting others to do so.
- ☐ Express a difference of opinion without engaging in personal attacks.
- ☐ Follow confidentiality procedures stated in the Bylaws.
- ☐ Adhere to and support decisions made in the agreed-upon manner, regardless of personal position.
- ☐ Recognize the responsibility to both present the concerns of specific communities or populations, and to make decisions that are data-based and reflect the overall needs of people living with HIV.
- ☐ Neither ask questions, request information, nor make comments about individual members.
- ☐ Take responsibility not only for abiding by this Code of Conduct personally, but also for speaking out to assure that all participants abide by them.

By signing this Code of Conduct, the undersigned acknowledges receiving a copy of this document and having an opportunity to discuss it with a Member of the Executive Committee or the BCHPPC Co Chairs.

Violation of any condition of this agreement may result in termination of membership of the BCHPPC.

I, the undersigned, agree to adhere to the Code of Conduct as stated in this document and in the BCHPPC By-laws.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print or type name: \_\_\_\_\_

### **Appendix C: Conflict of Interest Declaration**

No BCHPPC voting member shall use their relationship with the BCHPPC for private gain. Whenever any matter arises with respect to which a BCHPPC voting member either has

a conflict of interest or has any question about the existence of a conflict, they shall make a full disclosure of such conflict or possible conflict before the matter is discussed. Persons who have conflicts of interest as defined herein may participate in the discussion in question but shall not vote on that matter.

For the purposes of this paragraph, conflict of interest shall be defined as a direct financial or fiduciary interest, which shall include, without limitation, ownership, employment, contractual, creditor, or consultative relationship to, or Board membership in, an entity or individual, or in a substantial affiliate of such an entity including any such interest that existed at any time during 12 months preceding the vote, with respect to which a vote is to be taken. This shall not preclude such member from voting on matters affecting a large group of entities or individuals including the one in which they have an interest. Such a member shall not, however, vote on a matter affecting only the entity or individual they have an interest or a small Body of entities or individuals including such entity or individual.

***Affiliation Disclosure***

Please list the agencies or entity with which you are personally and/or professionally affiliated.

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**Members must resubmit this form if any changes in conflict of interest occur.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print or type name: \_\_\_\_\_

**Appendix D: Bylaws Amendment Form**

<b>Section I.</b> I wish to: (check one) <input type="checkbox"/> Change an existing Bylaw <input type="checkbox"/> Add a new Bylaw <input type="checkbox"/> Delete an existing Bylaw	<b>Section II.</b> Date Submitted: _____ Your Name: _____ Your Signature: _____	
<b>Current Bylaw</b>	<b>Proposed Change</b>	<b>Rationale</b>
<b>Section III.</b> Action Taken:         Date Reviewed: _____ Executive Workgroup Member Signature: _____		
<b>FOR OFFICE USE ONLY</b>  Date Received: _____ Government Co-Chair Signature: _____ _____		



## Appendix E: Grievance Reporting Form

**Please complete the following questions and attach documents that support your statements.**

1. What decision, action or policy has had an adverse impact on you?

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2. On what basis is the action wrong or unfair?

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3. What do you recommend should be done to resolve this issue?

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Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return your completed application to the HIV Prevention Planner:**  
[Ernest.BrownGomez@flhealth.gov](mailto:Ernest.BrownGomez@flhealth.gov)

(Do not send confidential information via email.)

Florida Department of Health in Broward County  
780 S.W 24<sup>th</sup> Street  
Fort Lauderdale, FL 33315

ATTN: Ernest Brown Gomez